

30 December 1957

MEMORANDUM FOR: Branch Chiefs, DD

SUBJECT : Projects for 1958

1. Most of the following projects have been hanging fire in recent weeks due to the pressure of other business. Target dates are suggested for completion of action or elimination of each proposal listed.

25X1A 2. Analysis Branch [REDACTED]

- a. Inaugurate with Processing Branch a procedure for identification of flash documents by Screeners and full clerical processing for all subsequent issues of each title received. Target: 15 January.
- b. Jointly with Processing Branch, support the proposed change in D-card handling with a procedure that causes disseminators to segregate the library copy, address it for routing if necessary, and hand it directly to a coder. Target: 6 January.
- c. Plan the dissemination of Defense documents with single-copy enclosures received in the master copy stage so that Processing Branch may identify and distribute the subsequent hard-copy receipts without further handling in Analysis Branch. Target: 3 February.
- d. Construct a pilot model, easy look-up, card file of reading requirements. Test an area major, subject minor arrangement of requirements. Plan for eventual employment of modern equipment (e.g. Diebold) and for card production employing the Justewriter. Target: 1 March.

25X1A 3. Processing Branch [REDACTED]

- a. Complete plans and negotiations with Acquisition Branch, CIA Library, for transfer to them of the distribution of Press Summaries. Target: 3 February.
- b. Inaugurate, jointly with Analysis Branch, the new proposal for handling of D-cards and the change in Batch Flow discussed par. 2-b above. Target: 6 January.
- c. Establish clerical responsibility for the distribution of Flash documents following identification of first issues by Screeners in Analysis Branch. Target: 15 January.

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4. Special Control Branch [REDACTED]

a. Draft and coordinate statement of OCR responsibilities in support of [REDACTED] Target: 15 January.

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b. Prepare job descriptions and begin recruitment for all vacancies. Target: 20 January.

5. Happy New Year.

[REDACTED]  
Chief, Document Division

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